



Job Opportunity

State Controller's Office

Position: AMENDED
Associate Governmental Program Analyst/
Staff Services Analyst (General) **Statewide**

Location: Administration and Disbursements Division
300 Capitol Mall, Suite #634, Sacramento, CA 95814

Issue Date: July 5, 2007 **Final Filing Date:** Until Filled

Contact/Telephone: Carol Nelson, 323-8314 **Who May Apply:** Individuals who are currently in the classification, eligible for lateral transfer, reachable on a certification list, or training and development assignment may be considered. SROA/Surplus candidates are encouraged to apply.

California Relay Service: 1-800-735-2929 **Position Number(s):** 051-140-5393-XXX
051-140-5157-XXX

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

If you are an individual who enjoys working in a fast paced environment, surrounded by enthusiastic and self-motivated co-workers, and possess the ability to function independently, then please consider submitting an application to the State Controller's Office.

With direction provided by the Division Chief, CEA, the incumbent will perform consultative and complex analytical staff assignments as they relate to special projects, communications, and the development of administrative procedures within the Administration and Disbursements Division (ADD). In addition, the incumbent will serve as a lead to the Administrative Assistants for the operating divisions within the State Controller's Office and will function as the primary liaison to the lead support staff person in the Executive Office. Duties include, but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

DUTIES WILL COMMENSURATE WITH LEVEL HIRED

- Provide consultative services to management on major complex Division projects/tasks and work directly with responsible managers to identify resources, and subsequently provide recommendations to upper management in keeping projects on track. Provide status updates to the Division Chief regarding deadlines and/or important tasks (i.e. follow up to ensure that internal audit recommendations have been implemented within their six-month timeframe to avoid significant consequences to SCO.) Provide weekly status reports to the Division Chief.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- Perform the more complex analysis on all documents submitted to the Division Chief for review and signature to ensure that completed staff work has been accomplished, including consistency with existing policies and procedures as well as responsiveness to current issues, initiatives and events of the Controller.
- Research, prepare and draft Division or departmental procedures. Coordinate the implementation of procedural memos with the program operations areas, as well as the Executive Office, Human Resources and/or Information Security Office.
- Function as a liaison to the program divisions and administrative staff, on behalf of the Division Chief, regarding a wide range of issues, including, but not limited to, legislative and budget issues; personnel issues; workload and operational issues; and special projects. Research and analyze potential problem areas related to workload or sensitive policy or administrative issues and report to Division Chief. Attend administrative meetings on behalf of the Division Chief. Make assignments to the bureaus for controlled correspondence. Respond to and/or redirect inquiries from the public or media. Prepare presentations and briefing materials for the Division Chief for meetings. Prepare weekly status reports for submission to the Executive Office.
- Function as lead representative for the operating divisions' support operations. Serve as primary liaison to both the Chief of Staff's Administrative Assistant and the Controller's scheduler involving administrative procedural issues. Conduct regular meetings with the operating divisions' support staff to identify administrative procedural issues, and draft procedures to address the situations for discussion with and review by the Division Chiefs and Executive Office.
- Monitor legislative bill analyses for the Division to ensure bill analyses are completed on time. Oversee the tracking, recording and release of all mandated and required reports to be prepared by the SCO divisions. This oversight work includes serving as a lead to the Management Services Technician for this specific, year-round task.
- Oversee the development of documentation for any variety of administrative processes in ADD or the department (in conjunction with the Executive Office).
- Research, develop, and introduce creative programs designed to promote morale, well-being, and job satisfaction within the Division. This may also extend to the department, for such programs as the Controller's award programs.

Desirable Qualifications:

- Experience working in an administrative or executive office;
- Organization skills;
- Ability to maintain confidentiality;
- Ability to multi-task and prioritize work in an environment of changing deadlines;
- Professional demeanor;
- Customer-service orientation;
- Values working as part of a team;
- Can-do, positive attitude;
- Ability to work easily with people at all levels inside and outside the department; and
- Dependable.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Administration and Disbursements Division

300 Capitol Mall, Suite #634

Sacramento, CA 95814

Attn: Carol Nelson